



## CONFIDENTIALITY Agreement



As mandated by several State of Missouri Information Technology initiatives it is the responsibility of everyone to comply with information security policies and procedures. All information entrusted into the care of the Office of Administration, Division of Information Services (DIS) is considered CONFIDENTIAL and as such, will remain so classified until specifically declassified by the owner of the information or by a pre-designated delegate with ownership responsibilities and privileges. Unauthorized access, inspection, modification, destruction or disclosure of CONFIDENTIAL information entrusted into the care of DIS is prohibited unless previously authorized by the information owner, their pre-designated delegate with ownership responsibilities and privileges or by compulsory disclosure by legal, regulatory or legislative systems. When CONFIDENTIAL information is no longer required, and when legal or regulatory requirements for its retention no longer apply, it must be destroyed according to approved methods prescribed by the information owner.

The undersigned agrees to take all reasonable precautions to ensure that DIS internal information, or information which has been entrusted to the DIS by third parties (such as state and federal agencies), will not be accessed by, inspected by, modified by or disclosed to unauthorized persons. This also means that the undersigned must protect this information from unauthorized activities including access, inspection, disclosure, modification, destruction, and usage. The undersigned understands that access to information systems is a privilege which may be changed or revoked at the discretion of the information owner or the pre-designated delegate, and which automatically terminates upon departure from employment with DIS. The undersigned also understands that at the end of any employment or contract with the state, the undersigned agrees to return all information and resources created and/or utilized in the performance of their duties. The undersigned understands that they are not authorized to use this information for any purpose, nor are they at liberty to provide this information to third parties without the express written consent of the information owner or their pre-designated delegate with ownership responsibilities and privileges.

The undersigned also agrees to promptly report all suspicious activities, incidents or violations or suspected violations of information security policies and procedures to their designated IT Support Coordinator or their immediate supervisor.

The undersigned acknowledges by signing and dating this agreement that they have read, understand, have a copy available for future reference and will abide by the contents of this agreement, the constitution and laws of the United States of America, including but not limited to 26 U.S.C. 7213, 7213A and 7431; the State of Missouri, including but not limited to RSMo Sections 32.057 and 569.093 – 569.099 and any applicable internal organizational policies and procedures. The undersigned furthermore understands that violations of any of the above are subject to disciplinary measures including privilege revocation and/or employment termination, as well as criminal or civil penalties.

Printed Name, Signature & Date: \_\_\_\_\_

As witnessed by and Date: \_\_\_\_\_